

# ORACLE DISCOVERER END USER VERSION

## Updated 4/20/2002

### Background

Oracle Discoverer is a web based reporting tool that allows the user real time access to their organizations Financial data. Discoverer looks at the relational database, which is an organized collection of information stored in tables and rows, and uses a computer language called Structured Query Language (SQL) to retrieve the requested information. Discoverer is the easy to use front-end tool that allows users to obtain desired information without having to rely on programmers to code it. Discoverer is made up of an End User Layer (EUL) with several business areas contained within that layer. Data is secured by business areas. A business area is made up of folders, each folder containing many items. These folders and items represent database tables and columns. When you create reports /queries you will be selecting these items that you need.

### Where to access Discoverer

Discoverer can be accessed via a link on the customer's web page as follows:

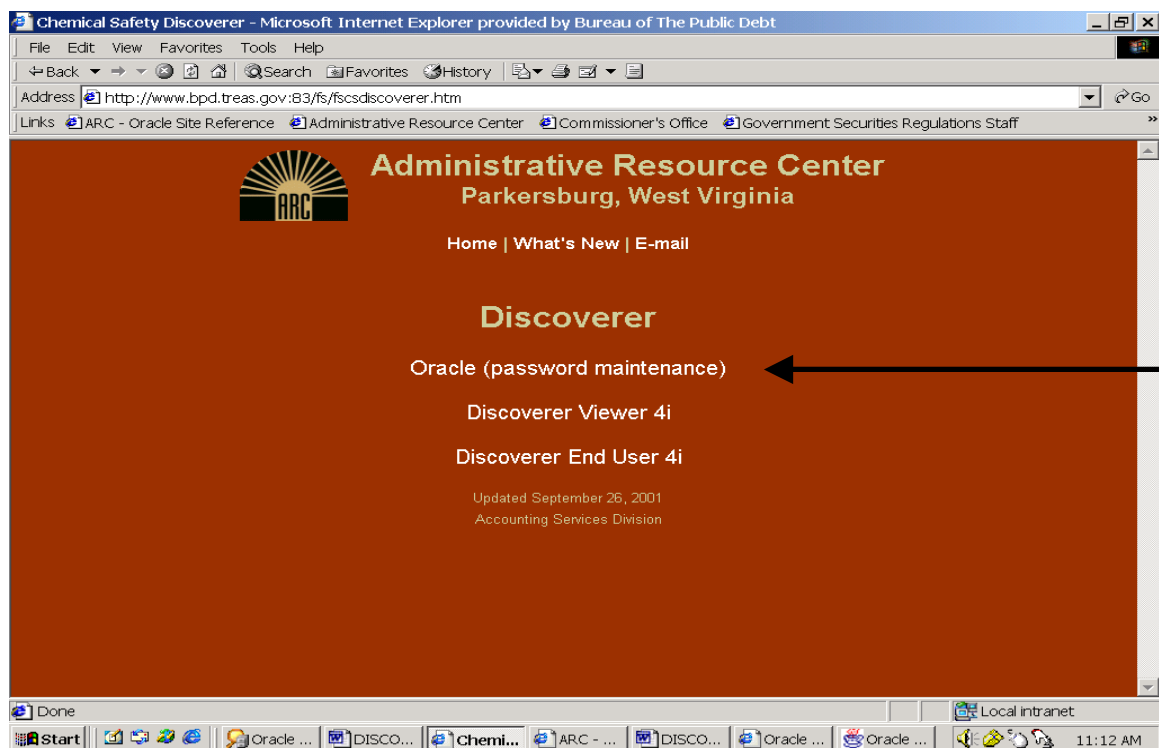


Enter the following:

Step Number	Field Name	Description	Step
1	DISCOVERER	Web link (see arrow above)	Click the Discoverer web link

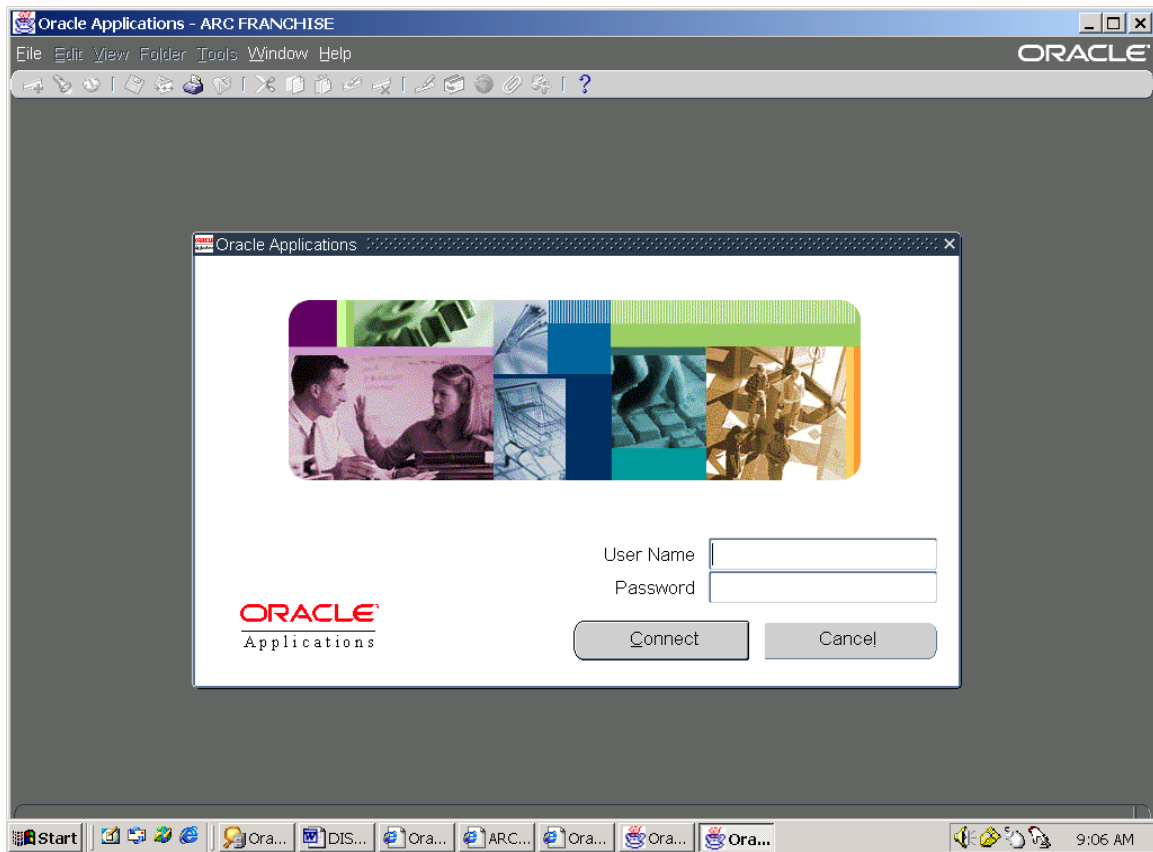
## Password Maintenance

Discoverer requires users to reset their password initially and annually. Follow the procedures below to reset a password.



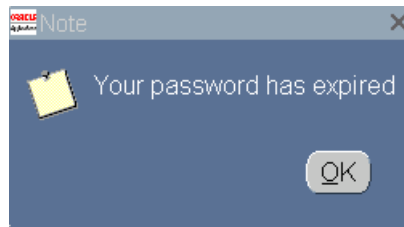
Enter the following:

Step Number	Field Name	Description	Step
1	Oracle (password maintenance)	Web link (see arrow above)	Click the Oracle (password maintenance) web link



Enter the following:

Step Number	Field Name	Description	Step
1	Username	Oracle Discoverer Username	Enter your username
2	Password	Oracle Discoverer Password	Enter your password



Enter the following:

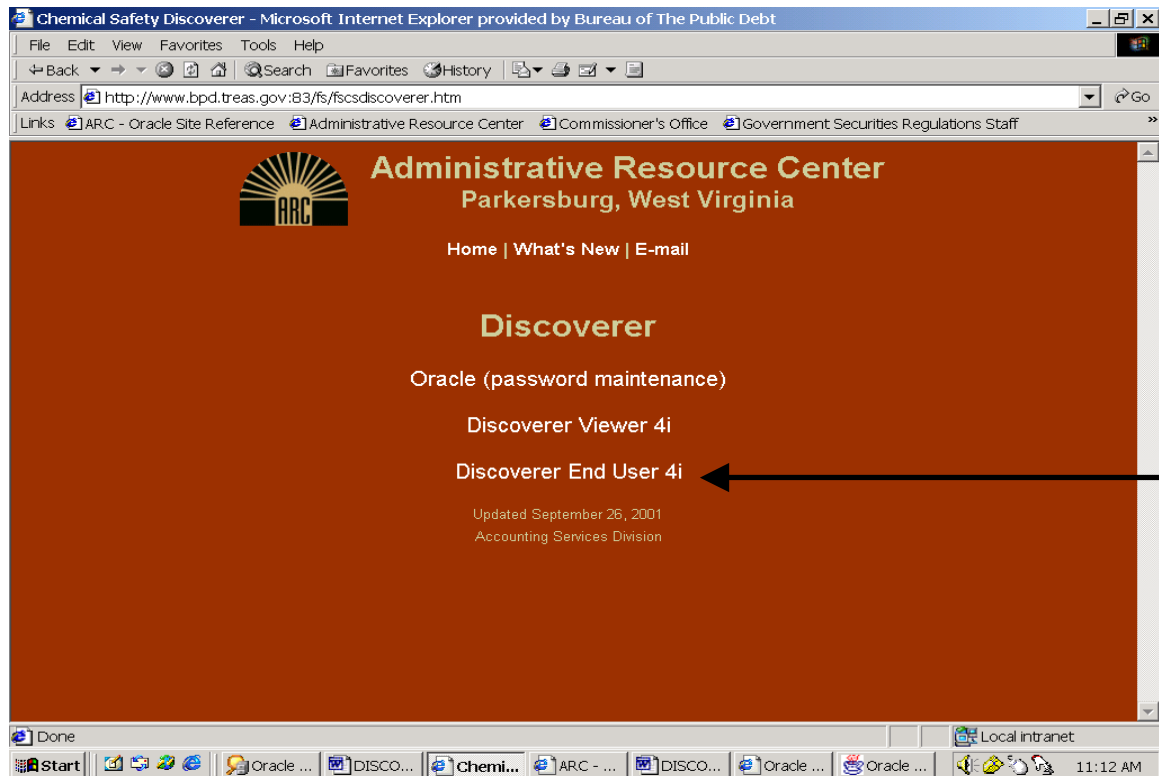
Step Number	Field Name	Description	Step
1	Ok	Button	Click the button

Enter the following:

Step Number	Field Name	Description	Step
1	Old Password	Old Discoverer Password	Enter your old password
2	New Password	New Discoverer Password	Enter your new password
3	Re-enter New Password	New Discoverer Password	Enter your new password
4	Ok	Button	Click the button

Note: Passwords must be at least 8 characters in length and contain at least one number. If two numbers are used they '**cannot**' be repeated after one another ex. 'welcome22.'

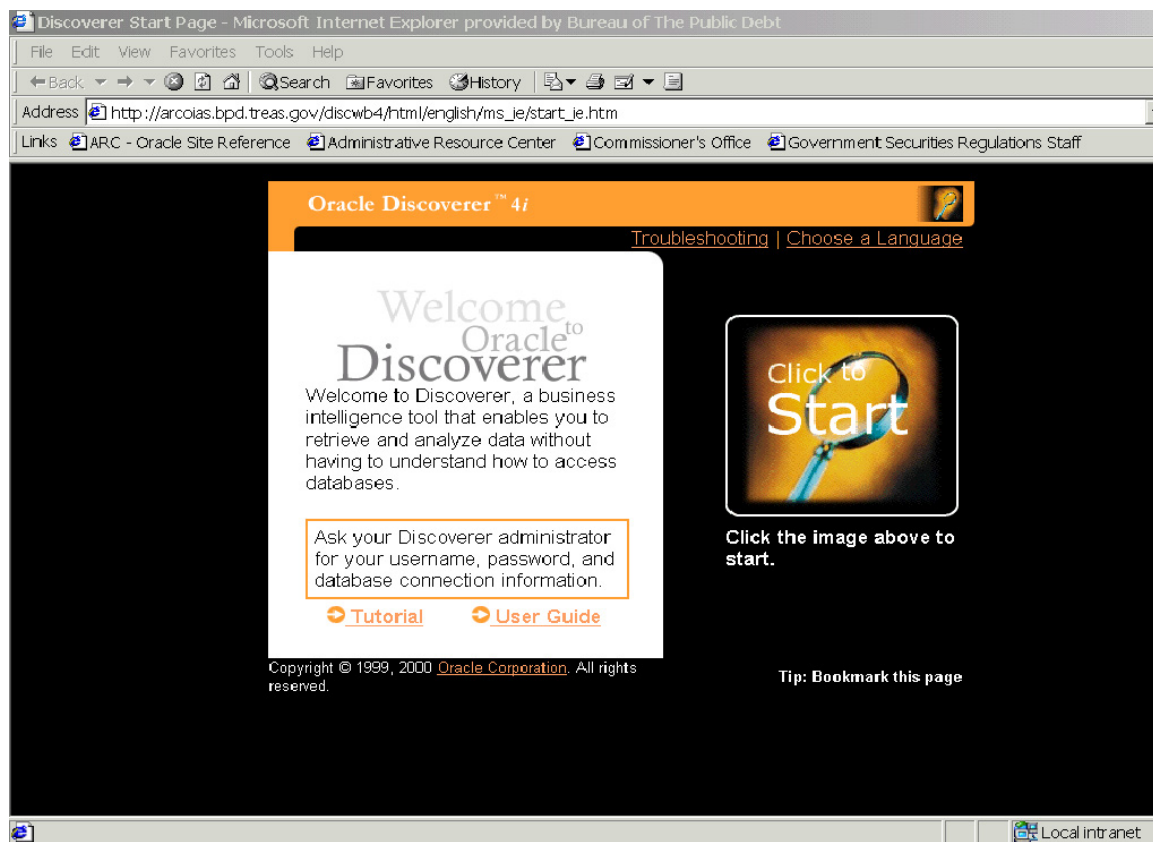
## Accessing Discoverer End User



Enter the following:

Step Number	Field Name	Description	Step
1	Discoverer End User 4i	Web link (see arrow above)	Click the Discoverer End User 4i web link

## Accessing Discoverer



Enter the following:

Step Number	Field Name	Description	Step
1	Click to Start	Click to Start	Click on the 'Click to Start' icon.

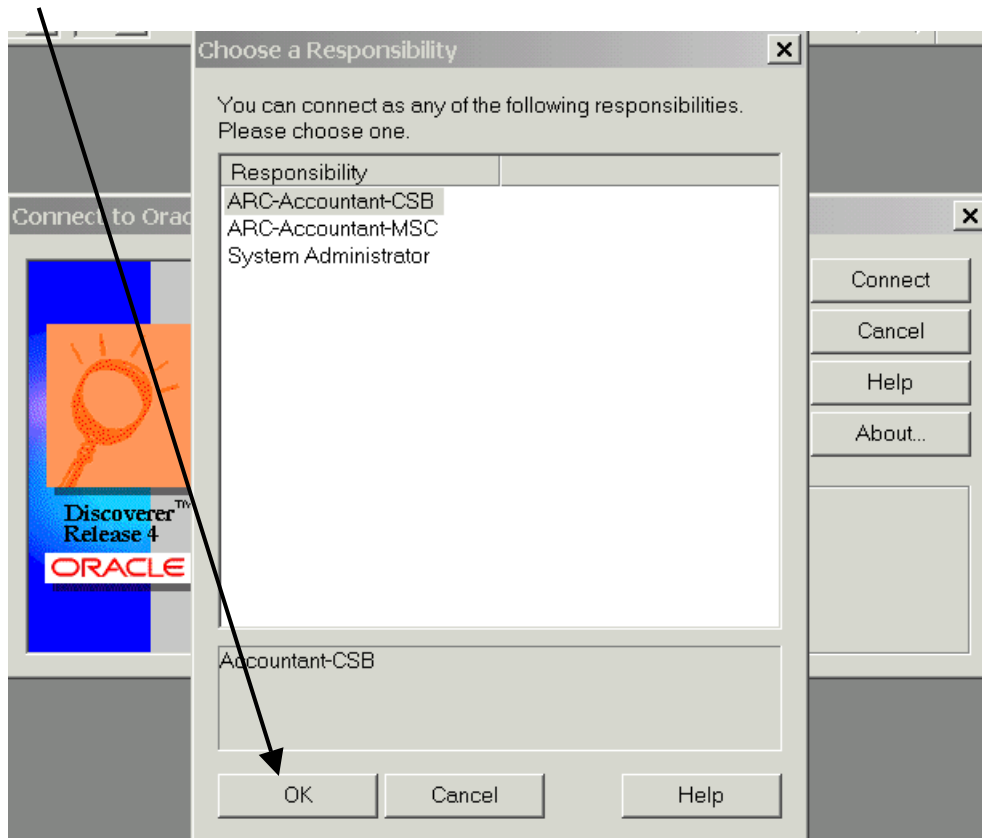


Enter the following:

Step Number	Field Name	Description	Step
1	Username	Oracle Financials Application Username	Enter your username
2	Password	Oracle Financials Application Password	Enter your password
3	Database	Database name	Enter the database to which you're connecting. Ex. "live"

Note: Make sure the 'Oracle Applications User' checkmark box is checked as the example above shows.

## Choosing a Responsibility



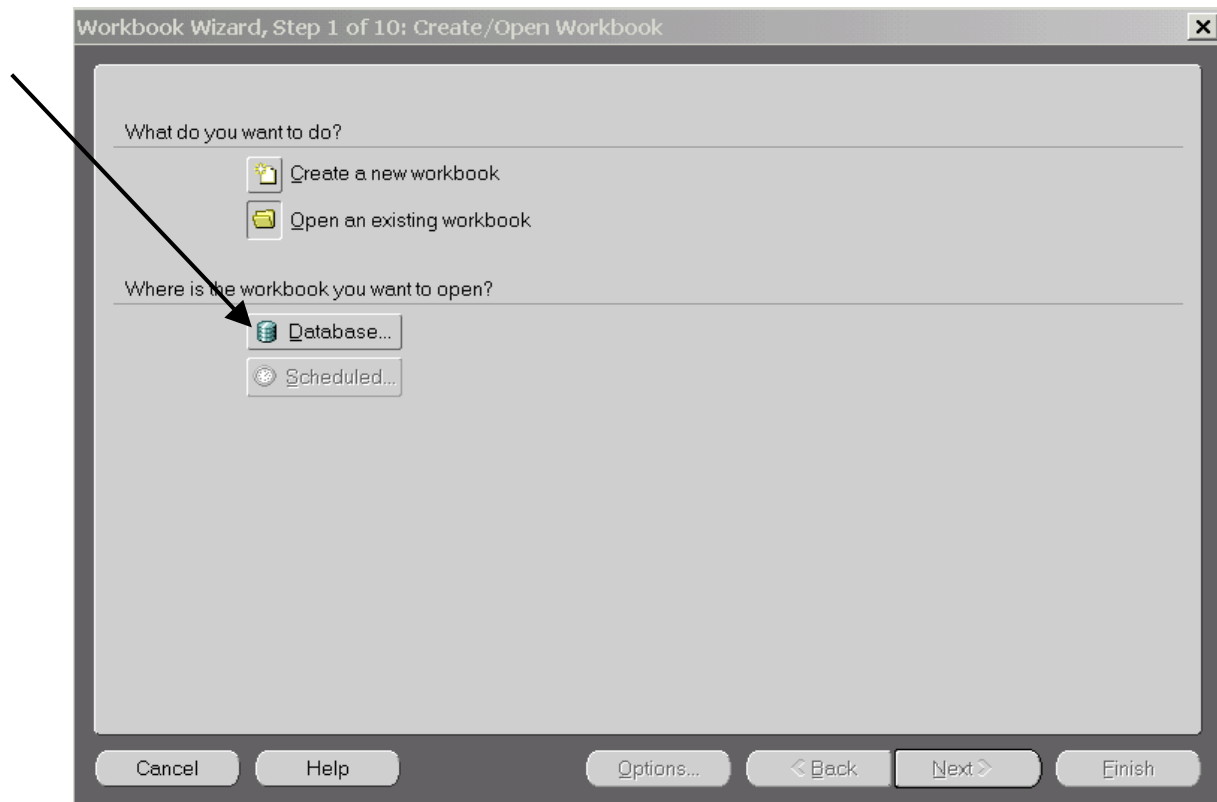
Enter the following:

Step Number	Field Name	Description	Step
1	Responsibility	Oracle Financials Application Responsibility	Enter an Application Responsibility
2	OK	Button	Click the OK button



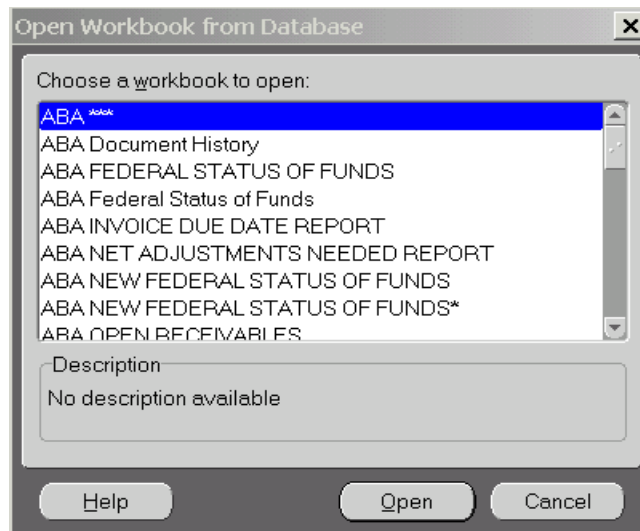
## Opening an Existing Workbook

Note: If a report has already been created to meet your needs or a workbook exists that is similar to your needs but needs minor modifications, choose 'Open an existing workbook', & 'Database.'



Enter the following:

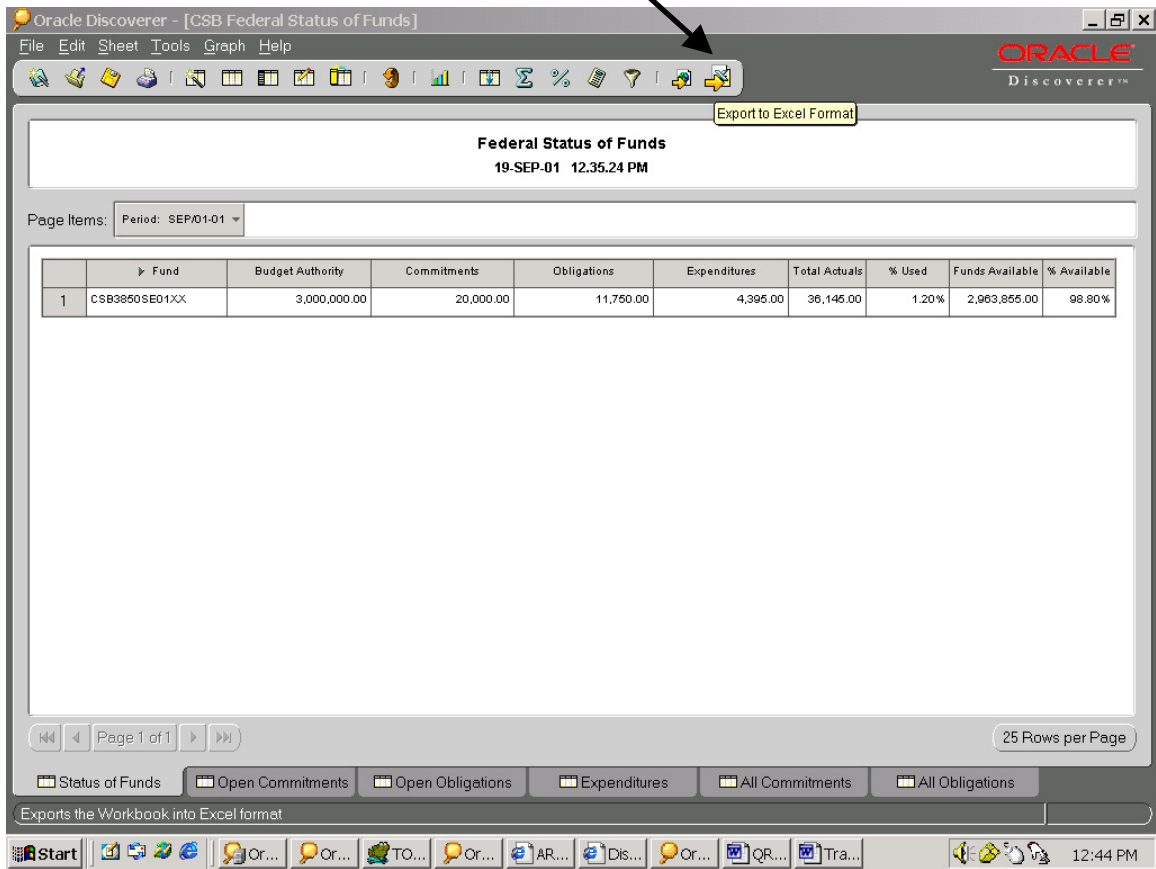
Step Number	Field Name	Description	Step
1	Open an existing workbook	Opens an existing workbook	Click 'Open an existing workbook'
2	Database	Opens your database account	Click 'Database'
3	Next	Button	Click the Next button



Enter the following:

Step Number	Field Name	Description	Step
1	Workbooks	Discoverer workbooks available for opening	Select to highlight a workbook to open
2	Open	Button	Click the Open button

## Exporting Workbooks to Excel



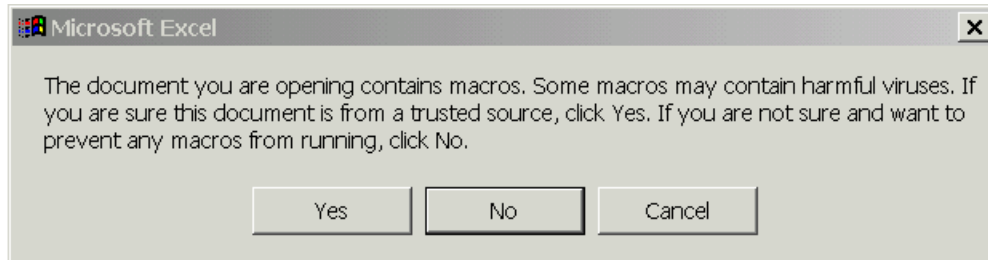
The screenshot shows the Oracle Discoverer application window titled "Oracle Discoverer - [CSB Federal Status of Funds]". The menu bar includes File, Edit, Sheet, Tools, Graph, and Help. The toolbar contains various icons, including a button labeled "Export to Excel Format" which is highlighted by a black arrow. The main content area displays the "Federal Status of Funds" report for the period "19-SEP-01 12:35:24 PM". Below the report title, there is a "Page Items" section with a "Period: SEP/01-01" dropdown. The report data is presented in a table with the following columns: Fund, Budget Authority, Commitments, Obligations, Expenditures, Total Actuals, % Used, Funds Available, and % Available. The table contains one row of data for Fund "CSB3850SE01XX". At the bottom of the window, there is a status bar with navigation controls, a "Page 1 of 1" indicator, a "25 Rows per Page" setting, and a row of tabs for different report views: Status of Funds, Open Commitments, Open Obligations, Expenditures, All Commitments, and All Obligations. The Windows taskbar at the very bottom shows the Start button and several open applications, with the system clock displaying "12:44 PM".

	Fund	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1	CSB3850SE01XX	3,000,000.00	20,000.00	11,750.00	4,395.00	36,145.00	1.20%	2,963,855.00	98.80%

Enter the following:

Step Number	Field Name	Description	Step
1	Export to Excel Format	Button	Click the button

Note: After clicking the button a window will open similar to the one below explaining how the document contains macros.



Enter the following:

Step Number	Field Name	Description	Step
1	Yes	Button	Click the Yes button

The Excel spreadsheet opens as shown below after the preceding step.

The screenshot shows the Oracle Discoverer interface. The main window displays a spreadsheet titled 'CSB Federal Status of Funds - Microsoft Internet Explorer provided by Bureau of...'. The spreadsheet has columns A through F: Fund, Cost Center, Boc, Document Number, Vendor Name, and Quantity. The data is as follows:

	A	B	C	D	E	F
	Fund	Cost Center	Boc	Document Number	Vendor Name	Quantity
1	CSB3850SE01XX	CSB0503000	2611	CSB00001PO	IBM	1000
2		CSB0501000	2611	CSB000002PO	IBM	50
3		CSB0501000	2611	CSB000005PO	IBM	20
4		CSB0503000	2611	CSB000003PO	IBM	500
5		CSB0503000	2611	CSB000007PO	IBM	2000
6						
7						
8						
9						
10						
11						
12						
13						

To the right of the spreadsheet, there is a summary table:

Amount Billed	Amount Outstanding
1,000	0.00
	1,250.00
	4,000.00
	500.00
	6,000.00
	Total Fund: 11,750.00

The bottom of the screen shows navigation controls, including 'Page 1 of 1', '25 Rows per', and tabs for 'Status of Funds', 'Open Commitments', 'Open Obligations', 'Expenditures', 'All Commitments', and 'All Obligations'.

## Drilling up/down

Discoverer gives end users the ability to drill up/down. Drilling down into data shows more detail, while drilling up summarizes the data. In the example below you can drill from the fund up to the treasury symbol. This would combine the funds using the same treasury symbol.

14-SEP-01 05.12.:

Page Items: Period: JAN02-02 ▾

	► Fund	Budget Authority	Commitments	Obligations
1	BPD0560RE01XX	3,000,000.00	0.00	0.00
2	BPD0560RE02XX	3,000,000.00	0.00	0.00
3	BPD0560SE01XX	25,000,000.00	0.00	2,000,000.00
4	BPD0560SE02XX	5,000,000.00	0.00	4,000,000.00

Enter the following:

Step Number	Field Name	Description	Step
1	Small arrow	Drilling up/down arrow	Click arrow
2	ABA TS UP: Treasury Symbol	Drills up to treasury symbol	Check the box next to the field name

☐ ABA TS DOWN:ABA  
☐ ABA TS UP:Treasury Symbol  
☒ Fund  
☐ ABA TS DOWN:Treasury Symbol  
☐ ABA TS UP:ABA

Note: Below is a list of options possible for drilling on Fund

You can select:

- **TS UP: Treasury Symbol** to consolidate the funds into the treasury symbol.
- **TS UP: ABA** to consolidate the funds into customer. (Thus, all funds combined.)
- **TS DOWN: Treasury Symbol** displays both the fund and treasury symbol.
- **TS DOWN: ABA** displays both the fund and 'ABA' which relates to the customer.

## Printing

The screenshot shows the Oracle Discoverer interface for 'ARC Federal Status of Funds'. The title bar indicates the application name. The menu bar includes File, Edit, Sheet, Tools, Graph, and Help. The toolbar contains various icons for data manipulation and export. An arrow points to the 'Export to HTML format' button in the toolbar. The main content area displays a table titled 'Federal Status of Funds' with the date '19-SEP-01 01:32:17 PM'. Below the table, there are navigation controls and a status bar. The status bar shows 'Page 1 of 1' and '25 Rows per Page'. The bottom of the window shows the Windows taskbar with various open applications.

	Fund	Budget Authority	Commitments	Obligations	Expenditures	Total Actuals	% Used	Funds Available	% Available
1	CSB3850SE01XX	3,000,000.00	20,000.00	11,750.00	4,395.00	36,145.00	1.20%	2,963,855.00	98.80%
2	CSB3850SE02XX	0.00	0.00	0.00	0.00	0.00	100.00%	0.00	100.00%

Enter the following:

Step Number	Field Name	Description	Step
1	Export to HTML format	Button (See arrow above)	Select the export to HTML format button

The printable HTML format opens as shown below after the preceding step.

**Federal Status of Funds**  
**19-SEP-01 01.37.07 PM**

Period: SEP/01-01

Fund	Budget Authority	Commitments	Obligations	Expenditures
1 CSB3850SE01XX	3,000,000.00	20,000.00	11,750.00	

Summary Table:

Actuals	Total Actuals	% Used	Funds Available	% Available
4,395.00	36,145.00	1.20%	2,963,855.00	98.80%
0.00	0.00	100.00%	0.00	100.00%

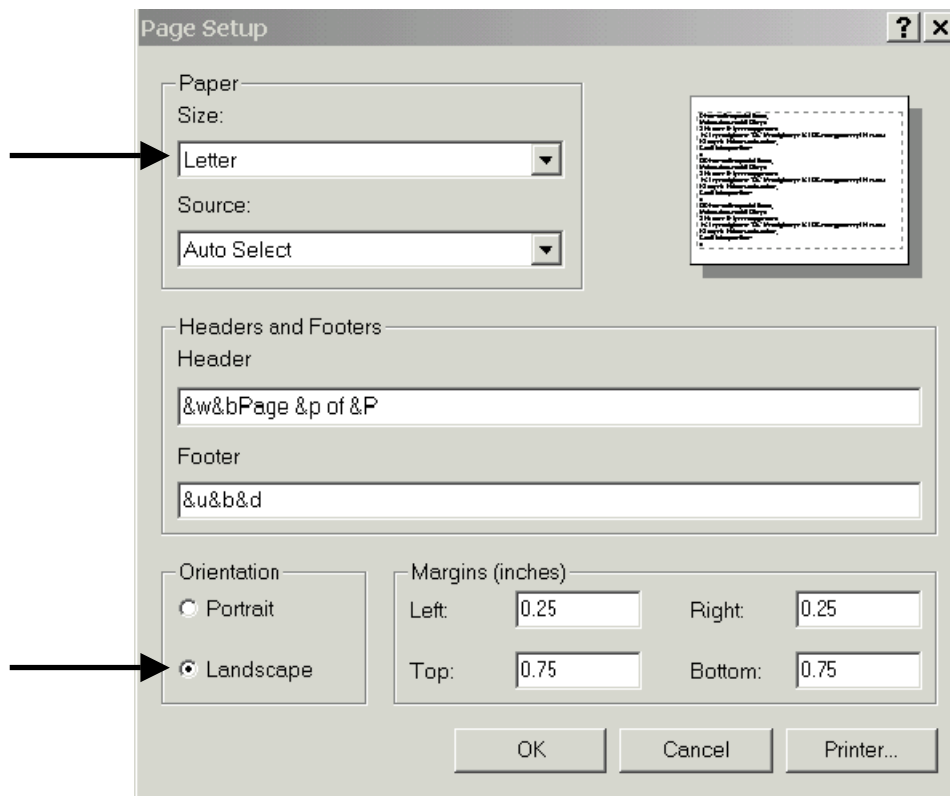
Navigation: Status of Funds | Open Commitments | Open Obligations | Expenditures | All Commitments | All Obligations

Page 1 of 1 | 25 Rows per

Enter the following:

Step Number	Field Name	Description	Step
1	File - Print	Menu options	Select File - Print

## Optional Print Capabilities

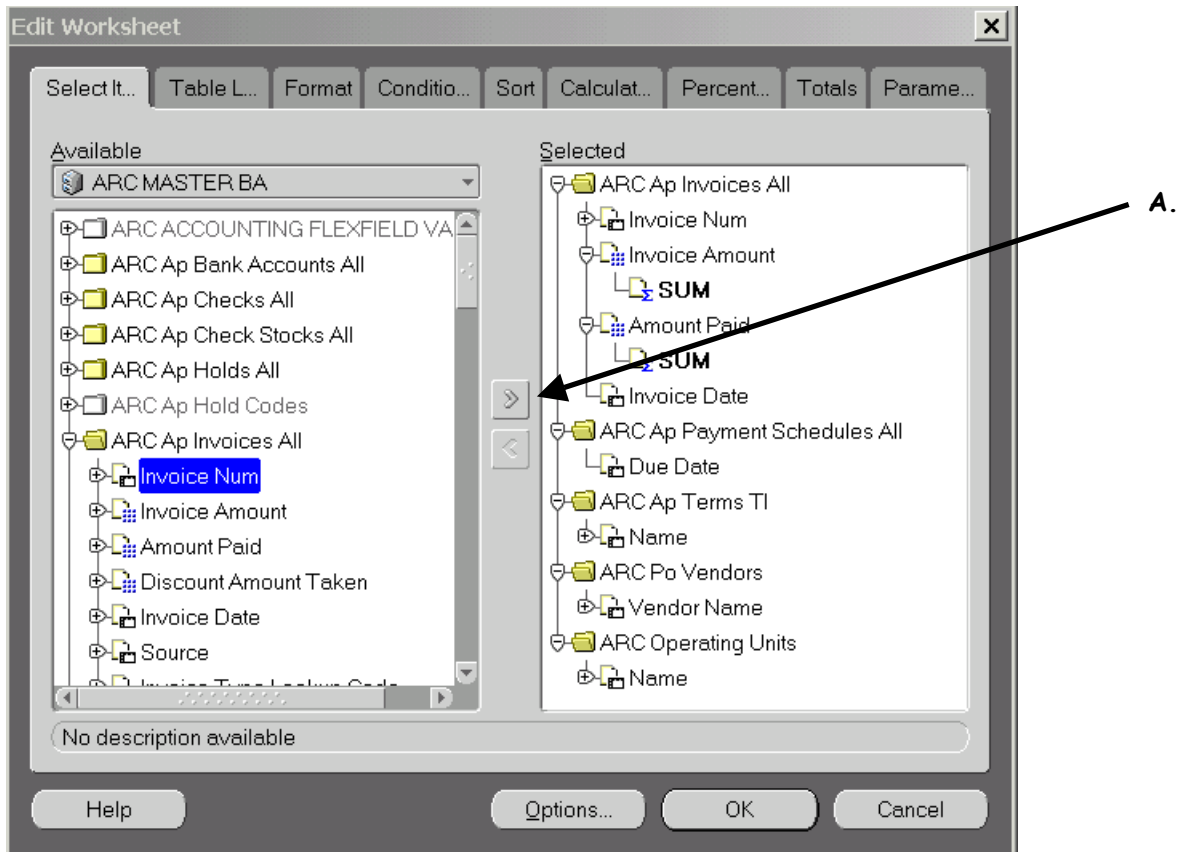


Note: Under File-Page Setup you have the option of changing the layout of the report to landscape and using legal size paper if necessary. Manipulating the margins are also an effective way of fitting the data on one page.



# Modifying Existing Workbooks

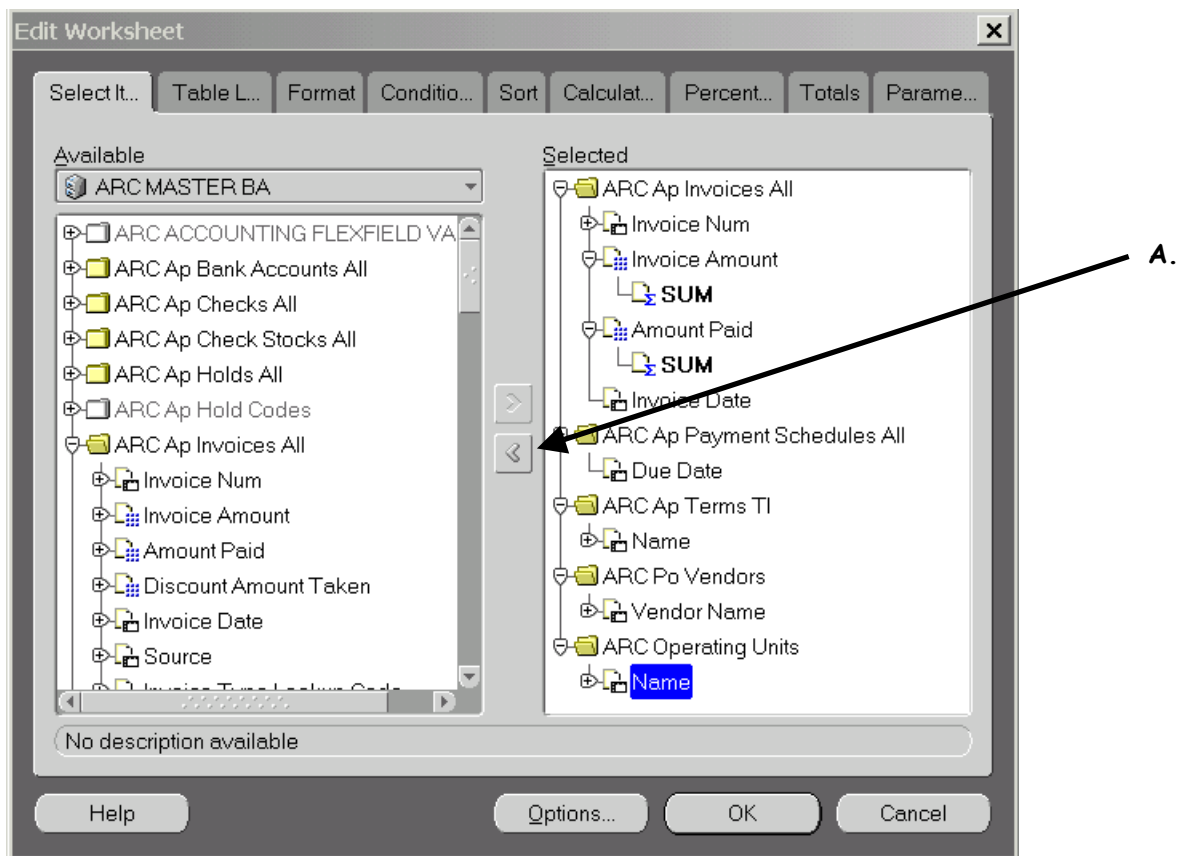
## Adding New Items



Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Available	Items Available to be included in worksheet	Select an item to highlight from the 'Available' side
3	Arrow	Arrow (see arrow A)	Click the arrow above to add the highlighted user from the 'Available' to the 'Selected' side (This adds an item to the worksheet.)
4	OK	Button	Click the button

## Removing Items

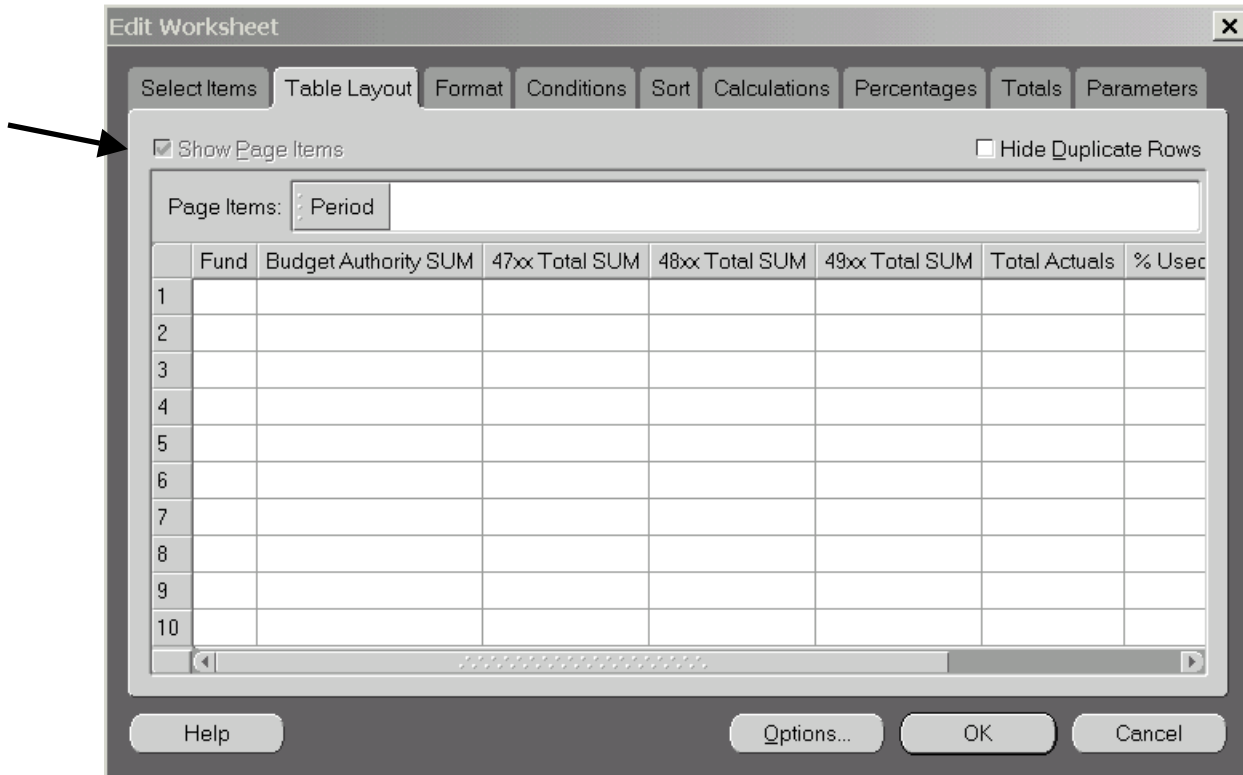


Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Selected Items	Tab	Select Selected items tab
3	Selected	Items included in worksheet	Select an item to highlight from the 'Selected' side
4	Arrow	Arrow (see arrow A)	Click the arrow above to add the highlighted user from the 'Selected' to the 'Available' side. (This deletes an item in the worksheet.)
5	OK	Button	Click the button

## Table Layout

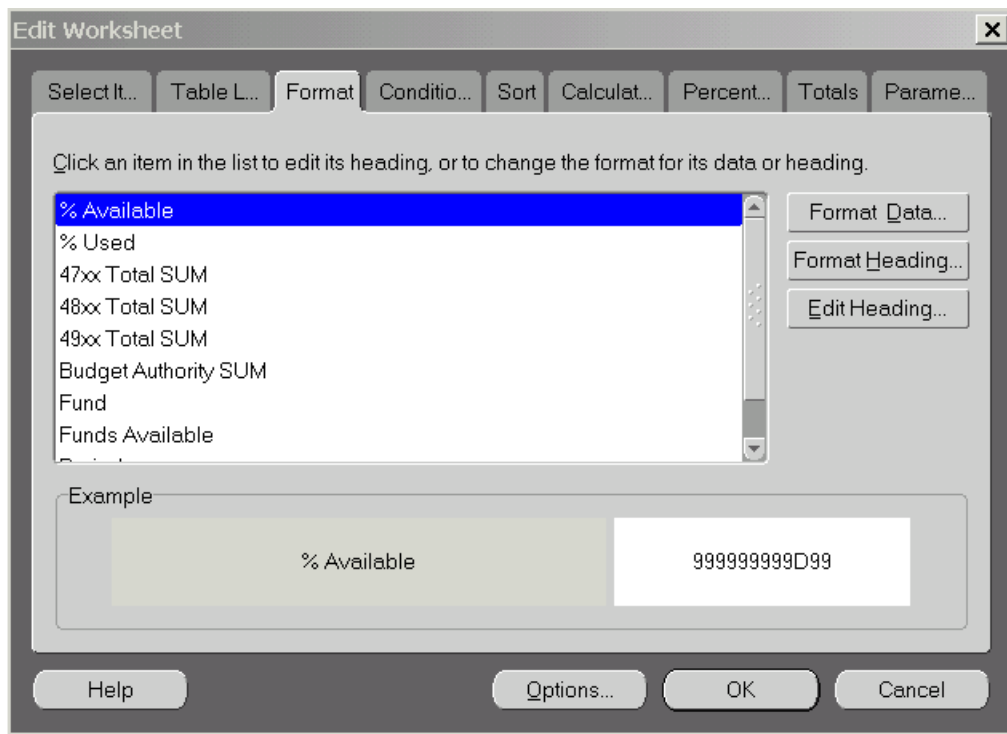
NOTE: If you check the 'Show Page Items' box in the upper left hand corner it will allow you to position columns in the page axis. An example of this is shown above with the 'Period.' This is a way of making your table a Page-Detail Table.



Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Table Layout	Tab	Select Table Layout tab
3	Select an item to rearrange	Items included in worksheet	Click and drag items to positions of your preference within the worksheet
5	OK	Button	Click the button

## Formatting

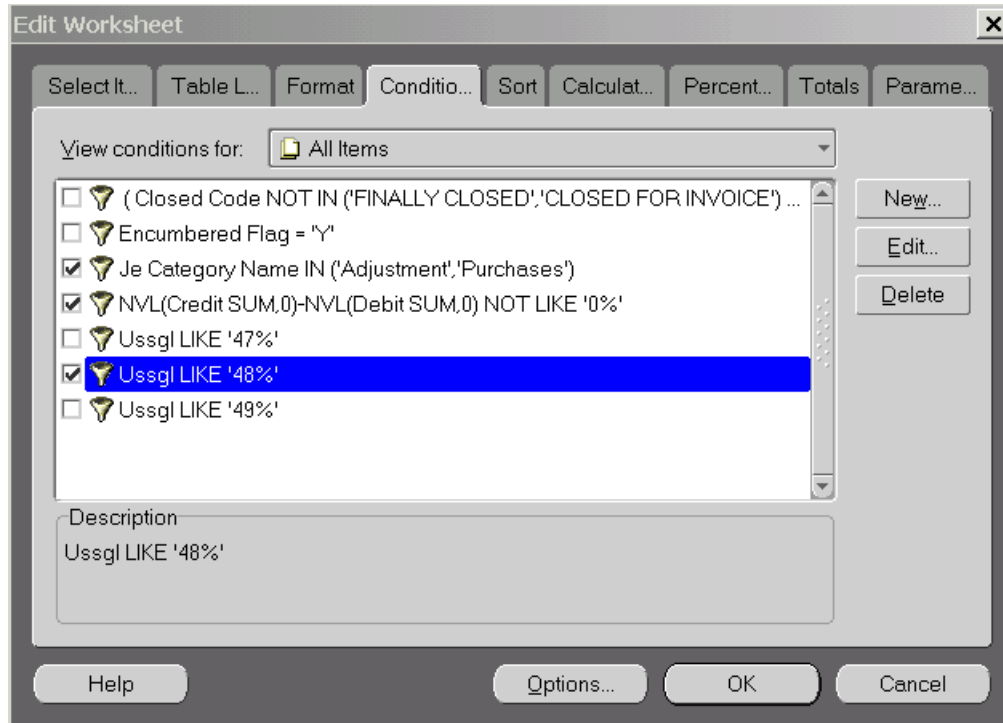


Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Format	Tab	Select format tab
3	Items available for format	Items included in worksheet	Select to highlight
5	Edit Heading	Button	Click the button
6	Heading	Heading description	Change heading description
7	OK	Button	Click the button
8	OK	Button	Click the button

## Conditions

Conditions are the criteria for filtering data displayed in a sheet. They essentially say, "Find the data that meets this requirement and return it to me." There are many different ways to create a condition. A few common examples are listed below.




Below are a few examples of simple conditions. Although these are quite simple they can become very complex and intricate as they're needed to be.

**New Condition**

What would you like to name your condition?  
 (Bfy = '2001') ☒ Generate name automatically

What description would you like to give your condition?

Formula  
 Type the name of an item or select a name from the drop-down list.

A.  Item: Bfy Condition: = Values: '2001'

ARC ACCOUNTING FLEXFIELD VALUES."Cost Center 6 Digit"  
 ARC ACCOUNTING FLEXFIELD VALUES.Bfy  
 ARC ACCOUNTING FLEXFIELD VALUES.Bfy Description  
 ARC ACCOUNTING FLEXFIELD VALUES.Boc  
 ARC ACCOUNTING FLEXFIELD VALUES.Boc Description  
 ARC ACCOUNTING FLEXFIELD VALUES.Cost Center  
 ARC ACCOUNTING FLEXFIELD VALUES.Cost Center Description  
 ARC ACCOUNTING FLEXFIELD VALUES.Customer

Advanced >> Cancel

- Bfy = '2001'
  - The data displayed would be from the Budget Fiscal Year 2001 only.

Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Conditions	Tab	Select conditions tab
3	New	Button	Click new button
4	Item	Item to create a condition from. (see arrow A)	Enter Bfy from the drop down list
5	Condition	The operator whereby the condition creates the query from.	Select '=' from the list of condition operators.
6	Values	Values where the condition looks to determine what data to return	Enter '2001' or select it from the drop down list

- Period IN 'OCT', 'NOV'
  - The worksheet will return data from only the October & November periods.

Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Conditions	Tab	Select conditions tab
3	New	Button	Click new button
4*	Item	Items from which to create a condition from. (see arrow A)	Enter Period from the drop down list
5	Condition	The operator whereby the condition creates the query from.	Select 'IN' from the list of condition operators.
6	Values	Values where the condition looks to determine what data to return	Enter 'OCT', 'NOV' or select it from the drop down list

\*Make sure the item you select is from the table you want it from.

- USSGL like '49%'
  - The worksheet will return any USSGL's that start with 49.

Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Conditions	Tab	Select conditions tab
3	New	Button	Click new button
4*	Item	Items from which to create a condition from. (see arrow A)	Enter Period from the drop down list
5	Condition	The operator whereby the condition creates the query from.	Select 'like' from the list of condition operators.
6*	Values	Values where the condition looks to determine what data to return	Enter '49%'

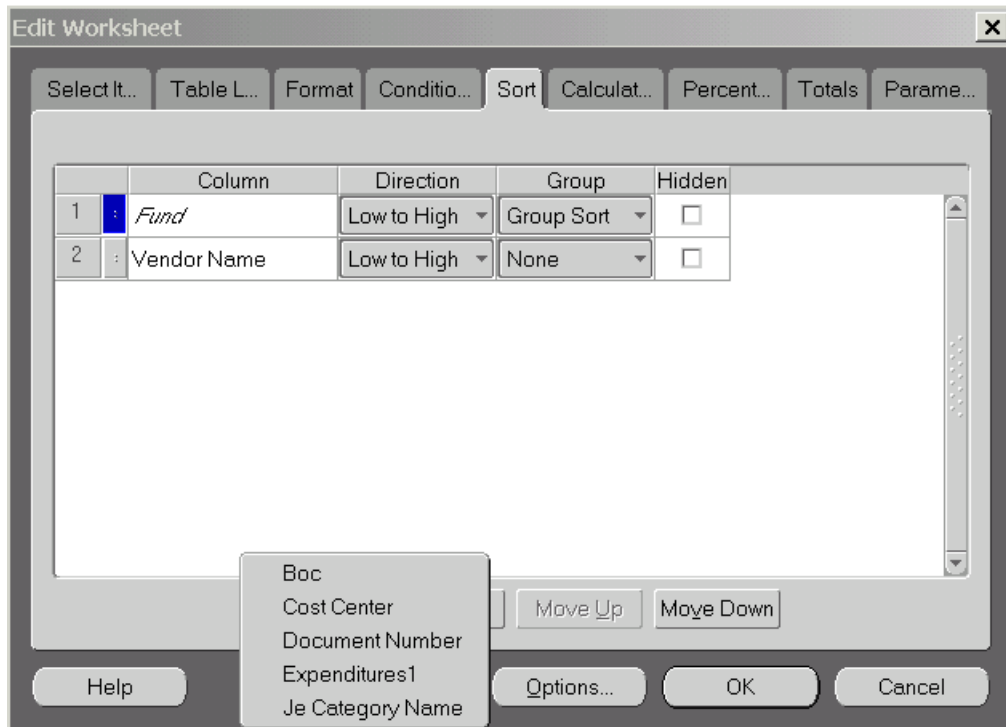
\* The % sign is a wildcard that states that anything after the first two digits of 49 should be included in the worksheet. This symbol may only be used with the condition operator of 'like.'

**NOTE:** Applying a condition to a report does not remove the data from the workbook. It merely filters the data to show the precise data you want to see. To return the rest of the data, turn off the condition by unchecking the checkmark.



## Sorting

The sort function within Discoverer is used to specify how data in a column should be ordered. For example, you can sort from 'Low to High' or from 'High to Low.' A group sort is also available where it's possible to group similar data.

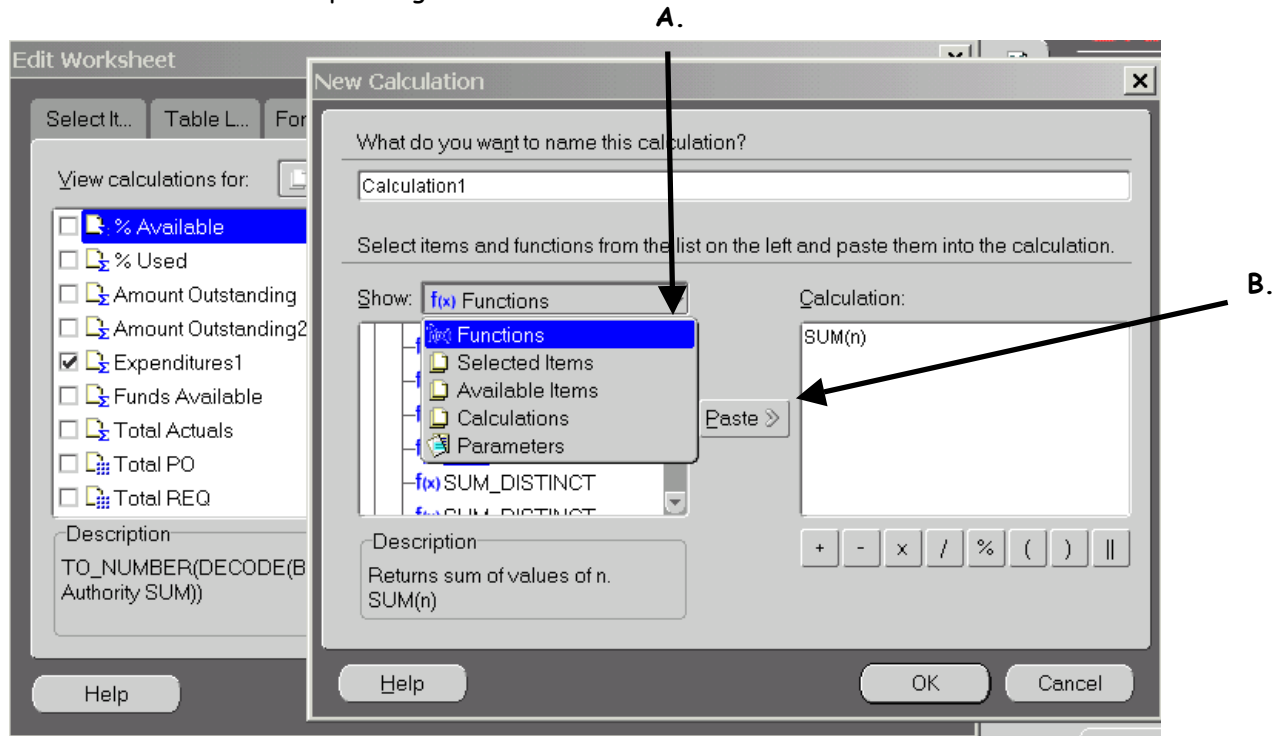


Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Sort	Tab	Select sort tab
3	Add	Button	Select add button and choose which item you'd like to sort by
4	OK	Button	Click the button

## Calculations

Discoverer allows you to create mathematical formulas on one or more items within a worksheet. Calculations can be as simple or as complex as needed and the ability to build these complex calculations in worksheets allows you to be very creative in designing your reports. Discoverer provides you with a list of functions to use that are similar to the application Microsoft Excel. To choose these functions select the drop down arrow from below where the arrow is pointing.

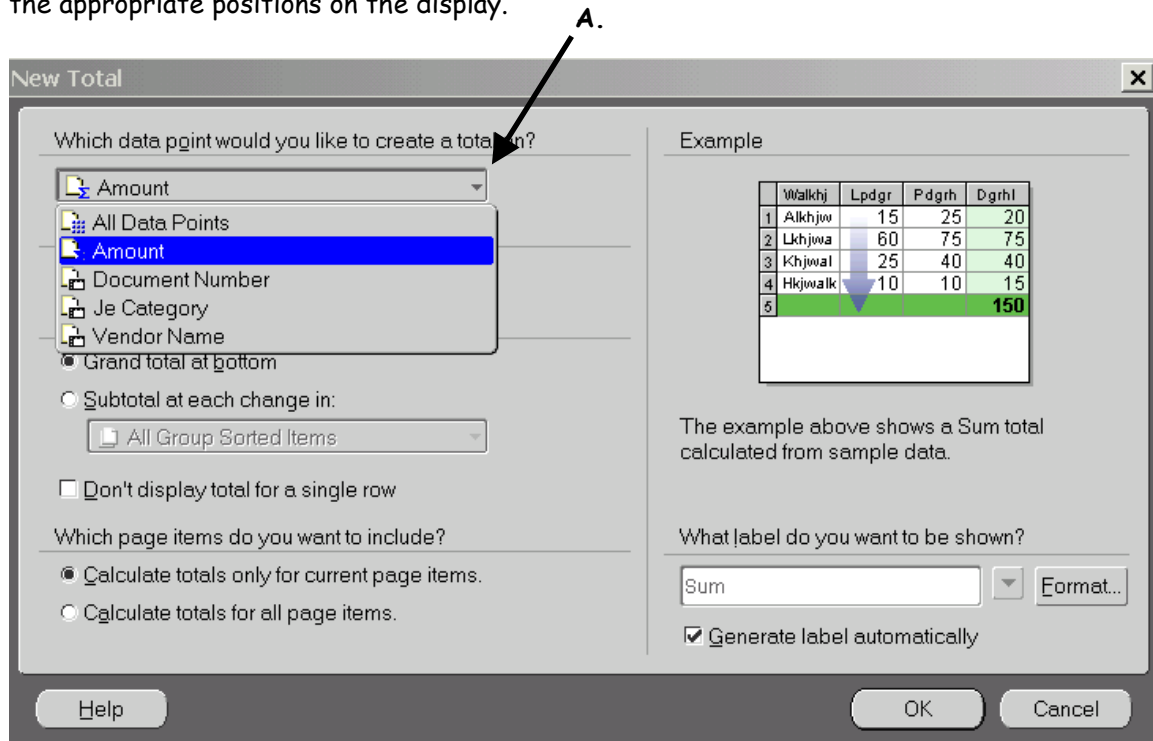


Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Calculations	Tab	Select calculations tab
3	New	Button	Select new button
4	Show	Field (see arrow A)	Select the arrow and then highlight 'Functions'
5	Show Functions	Various functions used in calculations	Highlight the function you wish to use in your calculation.
6	Paste	Button (see arrow B)	Click the Paste button
7	Show	Field (see arrow A)	Select the arrow and then highlight 'Selected Items'
8	Show selected items	Items from the query	Enter items into the calculation
9	OK	Button	Click the button

## Totals

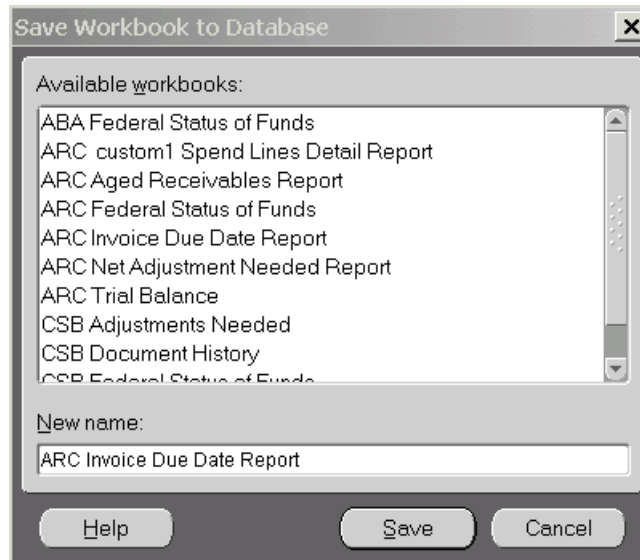
The totals tool gives the end user the ability to sum rows and columns of numbers by placing subtotals and grand totals on the report. The tool automatically places the summations at the appropriate positions on the display.



Enter the following:

Step Number	Field Name	Description	Step
1	Sheet - Edit Sheet	Menu options	Select Sheet - Edit Sheet
2	Totals	Tab	Select totals tab
3	New	Button	Select new button
4	Data points	Field (see arrow A)	Select the datapoint that you would like a total from
5	Subtotal (optional	Items to subtotal by	Select an item to subtotal by

## Saving a workbook



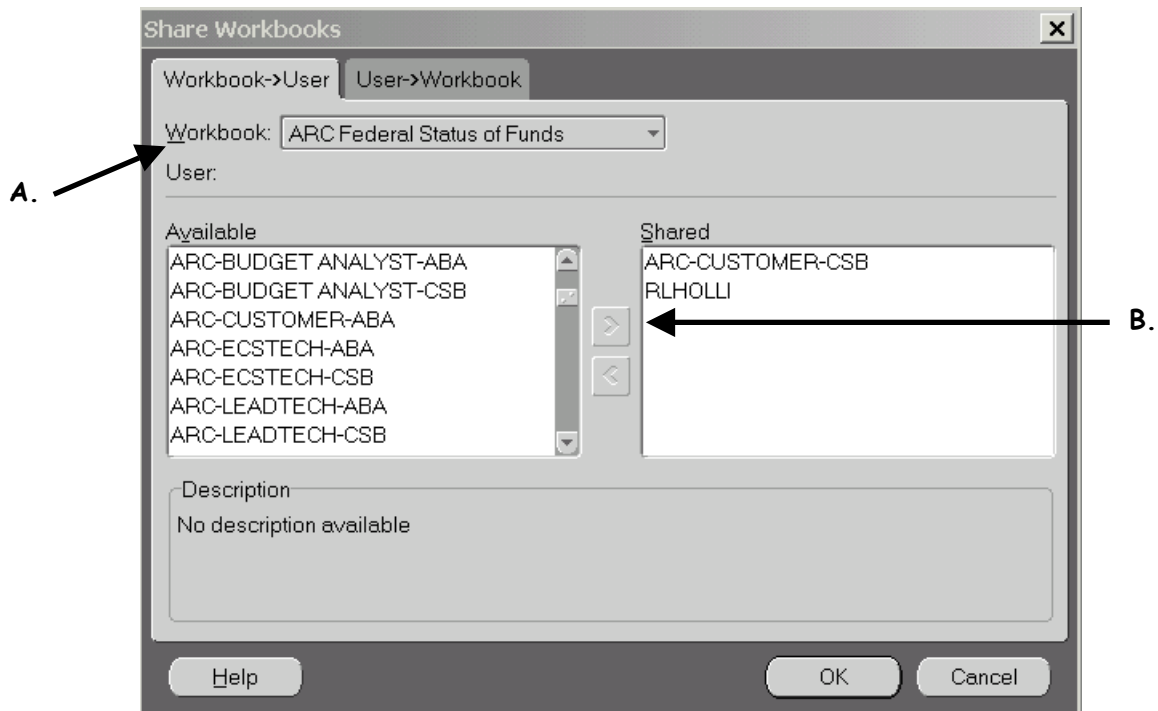
Enter the following:

Step Number	Field Name	Description	Step
1	File - Save As	Menu options	Select File - Save As
2	New name	Text box	Name your workbook
5	Save	Button	Click the button

## Managing Workbooks

Oracle Discoverer allows end users to grant other people access to the workbooks they create to view, analyze, and print the data. You can share workbooks in one of two ways.

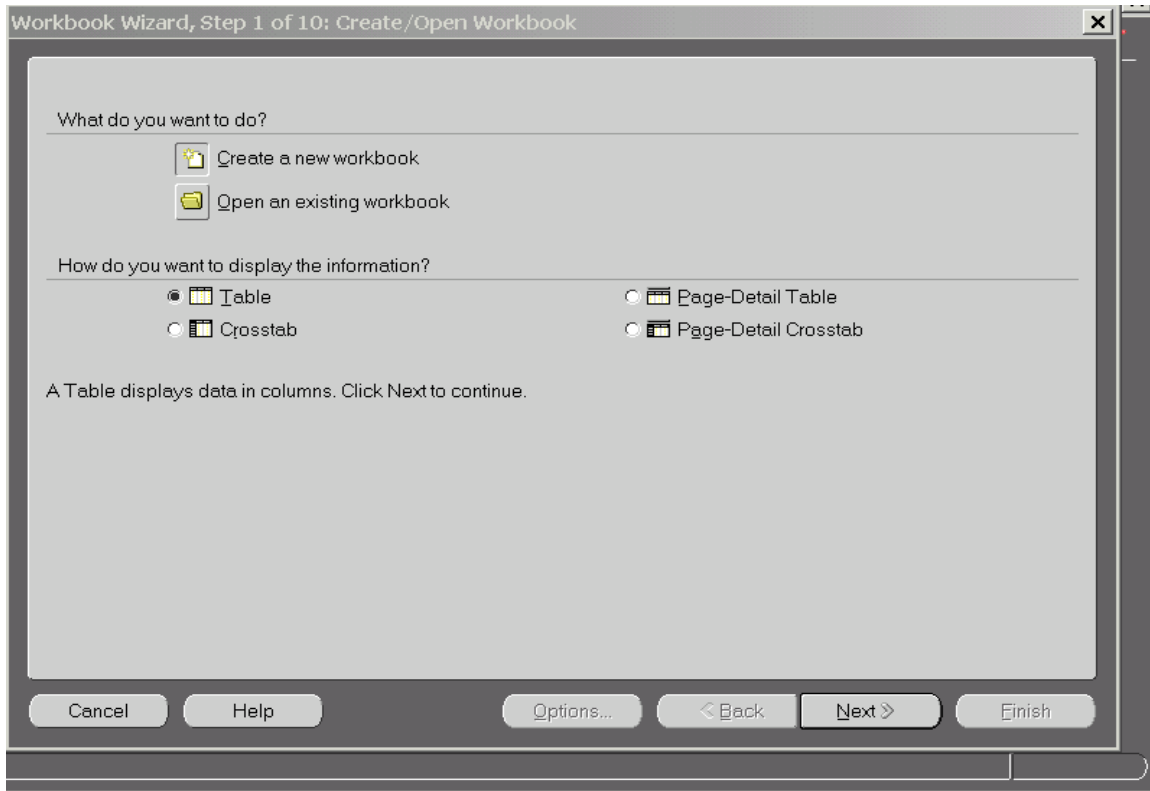
- Assign to a responsibility where a particular group can view the workbook.
- Assign to a particular person so that only they can view the workbook.



Enter the following:

Step Number	Field Name	Description	Step
1	File - Manage Workbooks - Sharing	Discoverer options at the top of the screen	Select File - Manage Workbooks - Sharing
2	Workbook	Field (see arrow A)	Select the workbook you want to share
3	Available	Responsibilities & Users within Oracle	Click to highlight the responsibility name or Oracle user id that you want to share the workbook with
4	Arrow	Arrow (see arrow B)	Click the arrow to add the highlighted user from the 'Available' to the 'Shared' side

## Creating a New Workbook

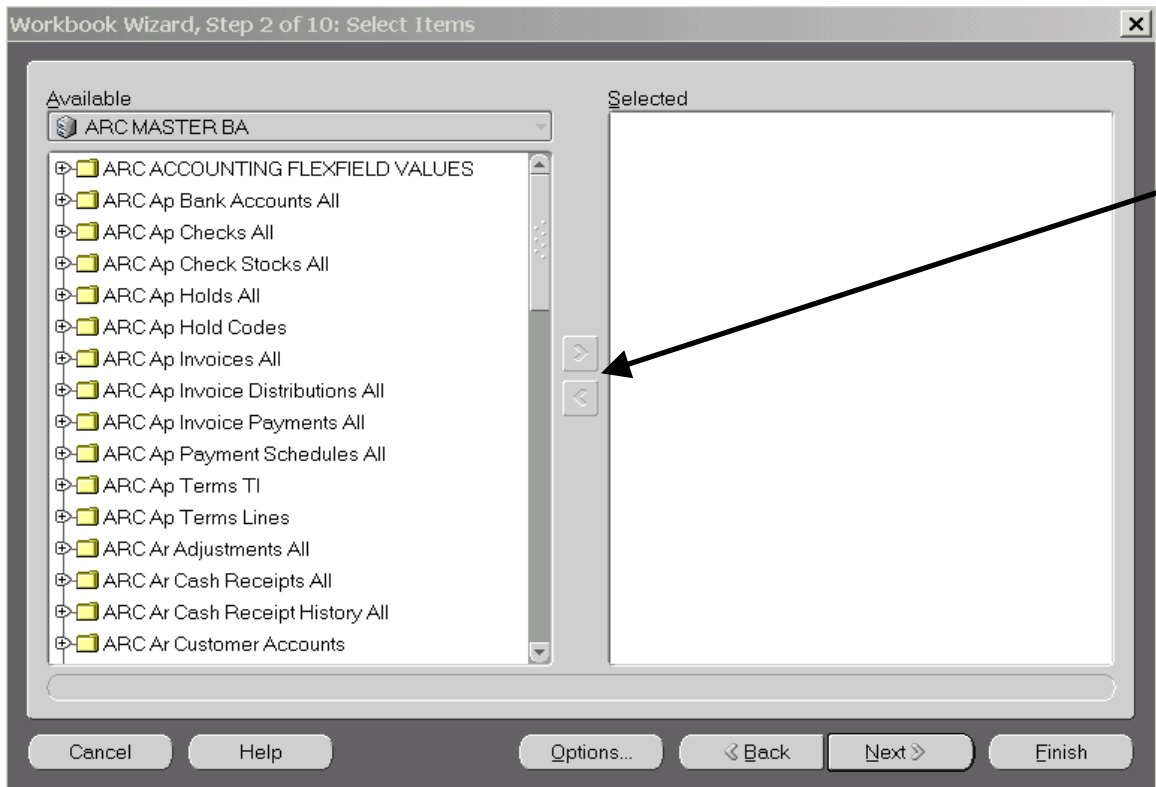


Enter the following:

Step Number	Field Name	Description	Step
1	Create a new workbook	Button	Select 'Create a new workbook'
2*	Table	Display type	Select 'Table'
3	Next	Button	Select next button

Note: The majority of all reporting needs are met through the use of the table & page-detail table displays.

## Adding Items



Enter the following:

Step Number	Field Name	Description	Step
1	Available	Items Available to be included in worksheet	Select an item to highlight from the 'Available' side
2	Arrow	Arrow (see arrow A)	Click the arrow above to add the highlighted user from the 'Available' to the 'Selected' side (This adds an item to the worksheet.)
3	Finish	Button	Click the button

The rest of creating a new workbook has already been discussed in the preceding pages under 'Modifying Existing Workbooks.'